The Advanced Manufacturing Success Skills curriculum provides students with a solid grounding in important soft skills topics in order to increase their chances of workplace and personal success. The coursework focuses on ten major components:

- **Goal Setting**
  - Creating a Personal Vision Statement
  - Creating SMART Goals
  - Implementing Goals
- **Team Building**
  - Advanced Manufacturing Industry Norms
  - Successful Team Development
  - Resolving Team Conflict
- **Stress Management**
  - Coping Behaviors and Health Concerns
  - Stress Management
  - Laughing Yoga
- **Time Management**
  - Aspects of Time Management
  - Evaluating Time Usage
  - Time Management Tips
- **Communication**
  - Building Self-Confidence
  - Asking Good Questions
  - Listening Skills
- **Critical Thinking**
  - Characteristics of Critical Thinkers
  - Core Critical Thinking Skills
  - Problem Solving
- **Workplace Culture**
  - Diversity
  - Safety
  - Accountability
- **Job Search**
  - Creating a Plan
  - References
  - Job Applications
- **Resume and Cover Letter**
  - Parts of a Resume
  - Resume Format
  - Cover Letters
- **Interviewing**
  - Before the Interview
  - Answering Questions
  - Follow Up
This project is sponsored by a $15.9 million grant from the U.S. Department of Labor, Employment and Training Administration.

The AMMQC program is an Equal Opportunity program. Adaptive equipment is available upon request for individuals with disabilities. This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

This work is licensed under a Creative Commons Attribution 3.0 Unported License [http://creativecommons.org/licenses/by/3.0]